

NAVSTABREMINST 5720.1A
BOOJ
3 Nov 00

NAVAL STATION BREMERTON INSTRUCTION 5720.1A

From: Commanding Officer, Naval Station Bremerton

Subj: FREEDOM OF INFORMATION ACT (FOIA) AND PRIVACY ACT
PROGRAM (PA)

Ref: (a) 5 U.S.C. 552, as amended by the Freedom of
Information Reform Act of 1986
(b) DODDIR 5400.7-R
(c) SECNAVINST 5211.5D
(d) NAVBASESEAINST 5720.1

1. Purpose. This instruction provides information and guidelines
for the implementation of references (a) through (d). (R)

2. Cancellation. NAVSTABREMINST 5720.1.

3. Background

a. Under reference (a), all Federal agencies, including the Department of the Navy (DON), must make available to any person or entity copies of any record properly requested unless the record is covered by an exemption from disclosures. Reference (b) publishes DON policies, rules, procedures, and requirements for the implementation of reference (a).

b. Reference (c) implements the Privacy Act (5 U.S.C. 552 (a)(PA)), which only covers U. S. citizens and aliens admitted for permanent residence. Requesters who seek records about themselves will have their request processed under PA and Freedom of Information Act (FOIA) in most instances. If the record sought is not in a PA system of records, then it will be processed under FOIA only.

4. Action

a. All department heads, supervisors, and staff assistants are responsible for reviewing this instruction. They will further ensure all subordinates under their cognizance whose

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responsibilities involve custody, maintenance, and use of information covered by reference (a) are familiar with and trained in the provisions of this instruction.

b. Pursuant to reference (b), Staff Judge Advocate (SJA) is designated FOIA/PA coordinator for Naval Station Bremerton. Questions concerning FOIA or PA shall be addressed to SJA who will respond to requests for information under FOIA or PA per direction from Commanding Officer.

c. SJA will ensure training is provided for command personnel per provisions of references (b) and (c). SJA will also review internal practices and procedures to ensure conformance with references (b) and (c).

5. Procedures for Processing FOIA/PA requests. FOIA and PA requests are subject to strict time constraints and must be carefully evaluated so that release or denial of release of information is accomplished in accordance with the law. Accordingly, all requests for naval records will be date stamped upon receipt and forwarded within one working day to SJA for response. All requests for information contained in naval records must be submitted in writing via mail, fax, or e-mail and processed as stated above. Persons making a verbal request will be provided instruction on how to make a proper written request. The FOIA/PA coordinator will handle the request following the guidelines of references (b) and (c).

/S/

J. A. HOLDEN

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